

Finance Committee Special Meeting
Minutes of the September 28, 2017

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 4:00 p.m. on Thursday, September 28, 2017 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Benter, Fink and Guckenberger.

Also present: County Board Chairman Russ Kottke, Supervisors: MaryAnn Miller, Dennis Schmidt, Richard Bennett, and Jeff Caine, Jim Mielke, Julie Kolp, Bernadette Mueller, Kim Nass, John Bohonek, Makenzie Drays, Brian Field, Lori Fett, Eileen Lifke and Watertown Daily Times reporter Ed Zagorski.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Kim Nass, Corporation Counsel Director presented Corporation Counsel's budget. According to Nass, wages and benefits were the major increases for Corporation Counsel. Increased coverage and changes in health insurance coverage contributed to the increase. Discretionary spending had minimal change except for Special Legal Counsel – Business Unit (BU) 1711; \$10,000 decrease. Nass reported that with the addition of a fourth attorney, efforts have been made to keep most counseling in-house. Complex cases or other legalese would continue to be handled by outside counsel.

Jim Mielke, County Administrator presented the County Administrator budget. Mielke noted that wages and benefits for his department includes 208 hours for Deputy County Clerk Christine Kjornes. A 10-15% premium increase for 2018 was noted from Wisconsin Municipal Mutual Insurance Company (WMMIC) for 2018. Mielke stated this was not a reflection on Dodge County or past claim action. The increase is an increase for the Wisconsin industry as a whole. According to Mielke, reported actual claims paid have been for smaller amounts.

Mielke continued with the County Board budget. County Board's budget reflects an \$11,649 increase. Meeting pay increased \$2,000, annual maintenance costs of County Board voting equipment increased \$6,620, automobile allowance increased \$1,500, lodging for Wisconsin Counties meeting at LaCrosse increased \$700 and potential bus rental for county board member tour of the county is \$600.

Mielke presented the Library budget. The adopted Library Plan for Services (Resolution 17-11) was for a 5% increase every year beginning in 2017. The 2018 increase will be from 80% to 85%. The circulation costs for Dodge County libraries and the adjacent libraries were referenced. Adjacent counties will remain at 75% reimbursement.

John Bohonek, Land and Water Conservation Director presented the Land and Water Conservation budget. According to Bohonek, past history had allocated wages and benefits to a number of business units in his department. Beginning in 2018, all staff wages and benefits will be charged to BU 7001 – Land and Water Conservation and reallocated as grant reimbursement dictates. Wages and benefits will be increasing partially due to proposed compensation study and partially due to increasing the clerical position from 20 to 32 hours per week. Land and Water Conservation will be adding a summer intern position in 2018. There was a slight increase for employee training, lodging and meals. According to Bohonek, 2017 was the second year for the well testing subsidy. Trenton and Fox Lake residents submitted 93 private well samples for testing. U.W. Stevens Point will provide and explain well test results to residents at an October 9, 2017 meeting. Bohonek commented on a potential increase to State

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Water Resource Management (SWRM) grant funding for 2018 based on approval of the State budget. At this time, Bohonek is unsure how that will affect Dodge County's reimbursement.

Bernie Mueller, Child Support Director presented Child Support's budget. According to Mueller, Child Support's request will increase \$15,482 mostly due to wages and benefits. Revenue received from State and Federal programs will remain about the same. Other budgeted items anticipated to increase are Client Info Search Services (from \$75 to \$95 per month), Office Supplies and Small Equipment and Furniture and Furnishing. The agency would like to purchase two sit-to-stand desks for office staff and a cash register. Paper serving service and blood testing costs are anticipated to decrease. Mueller was questioned on the high costs for postage. According to Mueller, these costs are related to postage for client mailings including wage assignments, court appearance, paternity and other information. Mailings are the main method of getting information to clients.

Brian Field, Highway Commissioner presented Highway's budget. Highway safety and pavement conditions, adequate staffing for emergency services, reliable equipment for acceptable service, and managing county owned properties are the drivers of Highway's budget. According to Field, Highway continues to make the best of their resources however, local levy allocations are declining as State and Federal revenues remain static. Adequate maintenance and preservation of the better pavement sections are possible but the lack of reconstruction, rehabilitation and repaving projects is causing a decline of the overall condition of the highway system. Highway will be receiving \$1 million of County Sales Tax in 2018 for road projects.

Field continued with a business unit overview. Areas presented included:

- BU 3281 – Capital Asset Acquisition is for all large equipment purchases. A list of potential replacement equipment was provided. The quad axel dump trucks are on a year replacement plan and in 2018, three will be replaced instead of the traditional two. In the past, the short grass mowers were leased. According to Field, the arrangement is not working well so the acquisition list includes the purchase of two mowers. The purchase of a generator for the Mayville shop will be a cooperative effort between Highway and Emergency Management. Overall capital acquisition is proposed to be \$1.8 million net of \$490,000 auction sales proceeds.
- BU 3311 – County Highway Maintenance expenditures increased \$300,000 to \$4.3 million.
- BU 3312 – Snow and Ice increased \$200,000 based on the five-year average. Field anticipates a shortfall for 2017 but will plans to supplement with fund balance opposed to using road money.
- BU 3313 – County Highway System Road Construction expenditures are projected at \$4.2 million.
- BU 3314 – County Bridges expenditures are \$133,000
- BU 3321 – State Highway Maintenance expenditures increased \$59,500.

Jeff Hoffman, UW – Extension Department Head appeared to present the UW – Extension budget. According to Hoffman, the U.W. Extension System is one institution with five sections. Reorganization of the system is taking a long time. Hoffman serves Dodge, Columbia, Green Lake, Jefferson Marquette and Sauk Counties. Educators working in Dodge County work primarily for Dodge County. In the past, funding was 60/40 but the restructure process simplified the fee structure into a flat fee, which is not affected by educator salaries. Other items noted in the UW Extension budget included:

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- Reduction to budget is mostly attributed to a reduction in support staff from 2.8 to 2.5 full-time equivalents (FTE). The reduction also affects benefit eligibility.
- Hazardous Waste or Clean Sweep took place in 2017. In the past, this program was held alternating years but the next one is anticipated in 2020.
- Fair Donation is increasing \$1,500.
- There are a number of non-lapsing programs in the UW Extension budget. These programs charge nominal statutorily allowed fees for materials. These programs have been around for quite a while and survive with the non-lapsing fund balance support.

Kolp continued with a review of the County Levy Limit Worksheet based on Chairman Frohling's request from Wednesday, September 27, 2017 to consider the possibility of using previous year's unused levy to increase the county's base levy. According to Kolp, she reviewed completion of the sheet with State Statue and Kim Nass, Corporation Counsel Director. The worksheet is completed online and Kolp was able to enter adjustment information for both Prior Year's Unused Levy and Previous Year's Unused Levy but according to the State, only one can be used. Consideration was given to using the adjustment for Prior Year Unused Levy amount of \$99,328 instead of \$63,425 Debt Service. This will lower the Fund Balance Applied needed to balance the budget. The mill rate would change from 5.498 to 5.404. Consensus to use the Adjustment for Prior Year Unused Levy was reached and a resolution to the Finance Committee will be prepared for the October 10, 2017 Finance Committee meeting. It was noted the resolution would need a 2/3 vote of the County Board to carry.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 5:18 p.m.



Ed Benter,
Secretary